

# PERSONNEL ACTION NOTICE

**Gremlin**  
**Gremlin Industries, Inc.**

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> CHANGE	<input type="checkbox"/> TERMINATION	EMPLOYEE NO.:
EFFECTIVE DATE:		DEPARTMENT NO.:	
NAME: STEVEN SMITH		SOC. SEC. NO.:	
ADDRESS:			
PHONE:		BIRTH DATE:	
NAME & PHONE OF PERSON TO CALL IN CASE OF EMERGENCY:			
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> HEALTH INSURANCE		<input type="checkbox"/> MARRIED BUT WITHHOLD AT HIGHER SINGLE RATE <input type="checkbox"/> DEPENDENT COVERAGE <input type="checkbox"/> LIFE INSURANCE	

## Employee Status

<input type="checkbox"/> FULL TIME PERM.	<input type="checkbox"/> PT. TIME PERM.	<input type="checkbox"/> PROBATIONARY
<input type="checkbox"/> EXEMPT		<input type="checkbox"/> NON-EXEMPT
FROM: PROJECT ENGINEER	TO: PROJECT MANAGER	
PAYRATE \$ 20,000. annual	PAYRATE \$	
JOB CLASS S-10	JOB CLASS	
DEPT. 750	DEPT.	
<input type="checkbox"/> RATE CHANGE	<input type="checkbox"/> CLASS CHANGE	<input type="checkbox"/> PROMOTION
		<input type="checkbox"/> NEXT REVIEW:

REMARKS:

EMPLOYEE'S SIGNATURE:	DATE:
SUPERVISOR'S SIGNATURE:	DATE:
DEPT. MANAGER'S SIGNATURE:	DATE:
PERSONNEL SIGNATURE:	DATE: